

1 Proposal Cost Form - Acknowledgement

ADED13-00002543

I/We, the undersigned, propose to provide the service necessary for the specifications / scope of work. ***(Please expand spreadsheet as an attachment if additional fields for data entry are required. Note company name on each attached sheet.)*** Please enter a nominal amount in the items/bid tab for award consideration in ProcureAZ. Price/Cost will be considered from this sheet.

Offerors shall submit a "Proposal Cost Form" for each module (Curriculum Development, Delivery, and Administration) being offered. Please title the spreadsheets according to the module (i.e., Proposal Cost Form – Curriculum Development).

Name of Company

Date Signed

Authorized Signature/Local Representative

Telephone/Fax Number

Type Name and Position Held with Company

E-Mail Address

Mailing Address

City

State

Zip

2 Annual Proposal Cost Form

I/We, the undersigned, declare that I/We:

- 2.1 Meet or exceed the requirements specified in the solicitation.
- 2.2 Have carefully read and considered the Scope of Work to be performed and are qualified to perform the services required by the ADE with the exceptions of the items clearly noted on the Deviations/Exceptions form.
- 2.3 Will maintain and provide proof of insurance as required under the solicitation.
- 2.4 Agree to comply with the Department's rules, regulations and policies.

The required cost information is identified in the attached Excel file "Proposal Cost Form". Offeror must provide the necessary pricing data for the proposal evaluation by completing the Cost Form and Consultant Rate worksheets.

The Offeror's response shall contain all prices as defined on these forms. Offerors choosing to propose more than one alternative shall use a separate cost form for each of the sections of their respective proposals differing from one another. Should additional forms be required they shall be clearly marked as "1 of _" to allow for appropriate evaluation.

Price quotations shall include the estimated costs of furnishing all materials, equipment, labor, maintenance, complete and accurate data conversion costs for all data contained in the current system, training, operating manuals, and services necessary or proper for the completion of the work described in this RFP unless otherwise noted in the RFP. ADE shall not be liable for any costs beyond those proposed in this RFP and awarded. Time and materials quotes are not acceptable. Offerors shall include all travel and living expenses in their Professional Services costs.

The "All-inclusive annual fee" fixed fee amount in the attached Excel file "Proposal Cost Form" includes the total maximum amount that will be paid under this agreement. Items such as postage, phone reimbursable, travel or other services are included. All anticipated costs must be addressed in the response and cannot be considered at a later date. The Consultant fee must be reduced by any commissions or other compensations paid to the consultant by the benefit providers.

Name of Company Proposing

Date Signed

Authorized Signature/Local Representative

Telephone/Fax Number

Type Name and Position Held with Company

Mailing Address

City

State

Zip